



Managed Risk Medical Insurance Board

1000 G Street, Suite 450

Sacramento, CA 95814

(916) 324-4695 FAX: (916) 327-6245

www.mrmib.ca.gov

JOB OPPORTUNITY BULLETIN

*Join an exciting, fast-paced, and highly visible office!
Close to Bus Routes, Light Rail, & Parking Garages*

Associate Governmental Program Analyst

Monthly Salary: \$4,400 - \$5,348

One Permanent, Full-Time Position

Location: Downtown Sacramento

Position Number: 443-600-5393-747

Refer to Job ID# 10-ADM-XXX

Final Filing Date: August 10, 2010

PENDING BUDGET APPROVAL

General Statement of Duties:

Under the general direction of the Chief, Human Resources and Program Support, the Associate Governmental Program Analyst (AGPA) is one of two AGPA's responsible for the processing and technical preparation of proposed emergency and non-emergency regulations that have been developed by the Department. The AGPA will may also serve as back-up to the contract analyst and may perform other analytical duties within the Administration Division as needed.

The AGPA receives proposed regulations for emergency or regular filing from departmental staff and finalizes the Advance Notice for Emergency Regulations, Initial Statement of Reasons, Notice of Proposed Regulatory Action, the proposed regulation text ensuring the format meets the requirements of the Administrative Procedures Act, and coordinates the preparation of the Fiscal Impact Statement with MRMIB's Budget Officer. The AGPA establishes a timeline for the processing of all regulations and keeps management informed of the progress, and coordinates the mailing of the proposed regulations.

The AGPA assists in the public hearing process, including the transcription of recorded public comments, and coordinates the responses to public comments which are received with department executive and program staff. The AGPA prepares all documents for presentation to the Board for their approval.

Responsible for ensuring that all regulations are filed with the Office of Administrative Law (OAL) and on MRMIB's website in a timely manner, meeting all due dates as required by the Office of Administrative Law.

Maintains a spreadsheet of all regulations in process and as well as those that are proposed and keeps management informed of the progress and approval/denial of each regulation package..

Responsible for coordinating the preparation and submittal of the annual regulation calendar.

May act as a back-up to the contract analyst when necessary, and performs other related duties as related or as needed within the Administration Division..

SPECIAL REQUIREMENTS *(If applicable)*

- This position is required to file a Form 700 under the Board's Conflict of Interest code.

DESIRABLE QUALIFICATIONS *(These are skills or abilities specific to this position.)*

- Knowledge of the Administrative Procedures Act
- Knowledge of the State Contracting Process
- Good writing skills
- Excellent proofreading skills
- Attention to detail
- Ability to interact well with all levels of staff
- Excellent organizational skills
- Proficiency using Word

OTHER EXPECTATIONS

- Demonstrates commitment to performing duties in a service-oriented manner.
- Demonstrates commitment to maintaining a work environment free from discrimination and sexual harassment.
- Maintains good work habits and adheres to all policies and procedures.

Who May Apply:

Applications will be accepted from individuals currently in the class or who have list, transfer or reinstatement eligibility to the class. Only the most qualified candidates will be interviewed. Hire may be restricted to SROA or surplus state employees. Surplus candidates must submit copy of surplus status letter. Interested parties should submit a Std. 678, State Application (available at www.jobs.ca.gov). In Section 12 of the application enter **Job ID# 10-ADM-XXX and Position # 443-600-5393-747 and the basis for appointment eligibility. Send to:**

**Managed Risk Medical Insurance Board
1000 G Street, Suite 450
Sacramento, CA 95814
Attn: Robin Conover – Personnel**

Applications must be RECEIVED in the Personnel Office by 5:00 p.m. on the Final Filing Date: August 10, 2010.

If you have questions regarding this information, please contact Robin Conover at (916) 445-3940.

Equal Employment Opportunity Employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.